



CANNON BUILDING  
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STATE OF DELAWARE  
**DEPARTMENT OF STATE**

DIVISION OF PROFESSIONAL REGULATION

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| <b>PUBLIC MEETING MINUTES:</b> | <b>BOARD OF ARCHITECTS</b>   |
| <b>MEETING DATE AND TIME:</b>  | <b>Wednesday, October 2, 2013 at 1:30 p.m.</b>                                     |
| <b>PLACE:</b>                  | <b>861 Silver Lake Blvd., Conference Room B,<br/>Second floor, Dover, Delaware</b> |
| <b>MINUTES APPROVED:</b>       | November 6, 2013   |

**MEMBERS PRESENT**

Kenneth Freemark, RA, Professional Member  
Kevin Wilson, RA, Professional Member, Secretary  
Prameela Kaza, Public Member  
Richard Wertz, RA, Professional Member  
Joseph Schorah, Public Member  
Peter H. Jennings, RA, Professional Member

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL**

Jennifer Singh, Deputy Attorney General  
Meaghan Jerman, Administrative Specialist II

**ABSENT**

John Mateyko, RA, Professional Member, President  
Brian Lewis, Public Member  
Elizabeth Happoldt, Public Member

**OTHERS PRESENT**

Nancy Payne, AIA Delaware

**Call to Order**

Mr. Wilson called the meeting to order at 1:32 p.m. Mr. Wilson agreed to serve as Chair for the meeting in Mr. Mateyko's absence.

**Review and Approval of Minutes**

The Board reviewed the minutes of the September 4, 2013 meeting. Mr. Freemark made a motion to accept the minutes as presented, seconded by Mr. Jennings. The motion passed unanimously.

**Unfinished Business**

Conclusion of Public Rules and Regulations Hearing

Ms. Singh explained that following the Board's Rules and Regulations hearing in September that the record was left open for an additional fifteen days for additional comments. Ms. Singh informed the Board that no additional comments were received; however the Board reviewed comments from Charles Weymouth that were received prior to the hearing. Board members appreciated Mr. Weymouth's comments, but felt they were more related to the audit process and not relevant to the regulation changes currently being discussed.

Mr. Jennings made a motion to adopt the regulation changes as presented without changes, seconded by Mr. Freemark. The motion passed unanimously.

#### Discussion/Status of Sussex County Permitting Code

Mr. Wilson provided a synopsis of the meeting that Mr. Mateyko, Mr. Freemark, Mr. Wertz and himself attended with Sussex County regarding the conflict between the Sussex County Code and the State of Delaware's statute. Mr. Wilson shared that one issue Sussex County expressed was that they feel the Delaware Engineering Code is too vague. For example, whereas the Board of Architect's statute carves out the requirements for when an architect is required, the Engineering Code does not do the same. Mr. Wilson stated that he believes this ambiguity is the root of the issue. At the conclusion of the meeting Sussex County agreed to get back to the Board with new proposed language for their Code within a week of the meeting; however the Board or the Board's legal counsel has not received any communication to date. The Board discussed various strategies for addressing unlicensed practice in Sussex County.

#### Discussion on Improving Board's Mission

Ms. Jerman informed the Board that the Division would be able to provide additional links on the Board of Architects webpage for additional communication with licensees and the public. Nancy Payne, Representative from AIA Delaware, informed Board members that the AIA does provide links to the Board's website and Regulations within their member communications. Ms. Payne informed those present that the AIA would be happy to work with the Board to facilitate additional communication to the public on the basics of the practice of architecture.

#### Discussion on the Government Information Center's Job Title "Information Architect"

Ms. Jerman informed the Board that Nancy Payne from AIA Delaware has addressed the issue of the Government Information Center's use of the job title "Information Architect" with the Division's Director James Collins who also oversees the Government Information Center. Ms. Payne shared that Mr. Collins understood that the AIA is just looking for consistent use across of the term Architect across the state and will be looking into this matter.

#### Discussion on Requests for Extensions to Complete Continuing Education Requirements

Mr. Wilson explained that last month the Board discussed revising their regulations to provide a specific time frame for a licensee to submit a request for an extension to complete their continuing education requirements. The Board discussed some potential options for revising the regulations such as requiring that requests being submitted annually by a specific deadline provided by the Board for consideration. Board members will work on language for this revision and prepare to present to the Board at an upcoming meeting.

#### **New Business**

##### Discussion on the Use of Electronic Seals

Mr. Jennings informed the Board that recent correspondence from NCARB highlighted Pennsylvania's use of electronic seals. Mr. Jennings shared that he feels if neighboring states are allowing electronic seals, that it would be prudent for Delaware to explore this as well. Mr. Jennings will continue to look into this matter and will report back to the Board at the November meeting.

Review Correspondence from the City of Wilmington

The Board reviewed correspondence from the City of Wilmington regarding the update of their code. The Board agreed that they should review what their proposed amendments are. Mr. Wilson will contact Mr. Starkey to obtain a copy of the code and the proposed amendments. As the deadline for comments is October 15, 2013, Mr. Wilson will have Ms. Jerman send the information electronically to Board members and will compile Board member's comments to share with Mr. Starkey.

New Complaints Assigned to a Contact Person

There were no new complaints.

Ratification of Certificate of Authorization Applications

Mr. Freemark made a motion, seconded by Mr. Wertz to ratify the Certificate of Authorization issued to SAA Architects, Inc., Delaware Architects, LLC, Design Organization, Inc., Whitman Requardt and Associates, LLP, and Robson Forensic, Inc. The motion carried unanimously.

Ratification of Reciprocity Applications – NCARB Certificate

Mr. Freemark made a motion, seconded by Ms. Kaza to ratify the listing of issued licenses to NCARB Certified architects by reciprocity. The motion carried unanimously.

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|-----------------|----------------|-----------------|
| Michael Watkins | Paul Waltz     | John Banks      |
| Carl Kaplan     | Linda D'Orazio | Craig Dixon     |
| David Markowski | Eric Beaulieu  | Michael Goodwin |
| Todd DeGarmo    | Kevin Sullivan | Shannon Dodge   |

Review of by Re-Application by NCARB

Gary Lewis

Mr. Jennings reviewed Mr. Lewis' application. Mr. Jennings confirmed that Mr. Lewis' continuing education is complete and his application is ready for licensure. Mr. Jennings made a motion to grant licensure to Mr. Lewis, seconded by Mr. Freemark. The motion carried unanimously.

Other Business Before the Board (for discussion only)

Mr. Schorah inquired if the architects on the Board were familiar with single pain vertical hoods not being up to fire code. The Board discussed the subject and thanked Mr. Schorah for bringing this matter to their attention.

Mr. Jennings inquired if the Mutual Recognition Agreement that the Board agreed to support at the September meeting required a signature on behalf of the Board. Ms. Jerman provided the Board with the documents provided by NCARB and Mr. Wilson, Secretary of the Board, signed the Letter of Undertaking on behalf of the Board of Architects.

Mr. Wertz shared that he was recently at a Delaware Tech event and he inquired about the status of the Service Learning project. Mr. Wertz explained that he corresponded with Dave Pedersen who shared that they are currently developing a contract to work with the Ocean View Historical Society. Mr. Wertz stated that they have an architect also involved in the project and this will be a live project. The Board agreed that Mr. Wertz will serve as the contact person and liaison between Delaware Tech and the Board to monitor the progress. Mr. Wertz will attempt to bring a copy of the contract to an upcoming meeting for the Board to review.

Public Comment

Nancy Payne thanked the Board their work and for their collaboration with the AIA.

**Next Scheduled Meeting**

The next meeting will be held on November 6, 2013 at 1:30 p.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

**Adjournment**

With no further business before the board, Mr. Freemark made a motion to adjourn the public meeting, seconded by Mr. Jennings. The motion carried unanimously. The meeting adjourned at 3:20 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Meaghan Jerman".

Meaghan Jerman  
Administrative Specialist II